

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR MANAGER-Comp/Classification, TC Benefits and P&B Units
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 2903

OVERVIEW

Under the direction of the Human Resources Division Director, the Senior Manager in this position will provide lead direction for professional staff of Trial Court Benefits, Compensation/Classification, and Pay and Benefits Units. Responsibilities include day-to-day operations, program planning, and budgeting of the three units, in addition to the high-level management of supervisors and staff in the specified units. The Senior Manager will also be responsible for independently performing a full range of complex and often sensitive analytical and consultative work on a variety of special projects assigned by the Director.

RESPONSIBILITIES

- Develop and implement goals, objectives, policies, procedures and work standards for Compensation, Classification and Benefits practices;
- Evaluate current benefits development and retirement services for effectiveness and recommend improvements;
- Manage the operations of programs, projects, and services provided by each unit (benefits development, retirement services unit and classification & compensation programs);
- Ensure quality customer service while maintaining a balance between the service and control aspects of the human resources function;
- Provide training to enhance managers' ability to comply with and support plan requirements, including workers' compensation, ADA, and OSHA requirements.
- Review and evaluate division objectives, including milestones, timeframes, and other indicators; monitors accomplishments, quality and timeliness of objectives; advises Human Resources Division Director of problems and concerns;
- Manage the activities of each unit through subordinate supervisors in accordance with the Human Resources divisional goals and objectives;
- Plan, organize, assign, review and evaluate the work of the staff for the three units, including the hiring, training, development and discipline of new and incumbent employees and supervisors;
- Oversee the operations of the Compensation/Classification and Benefits Unit and Pay and Benefits units in all aspects of their role in supporting the California courts;
- Works with committees in developing AOC policies, priorities, goals, and objectives and assists in their implementation as necessary;
- Represent the judiciary to internal and external customers, including the other branches of government, on issues pertaining to the programs of Compensation, Classification and Benefits.
- Communicate with executive court personnel and the staff of the Administrative Office of the Courts (AOC);
- Develop and administer the annual operating budgets for the two units;
- Other duties as assigned.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree in Business Administration, Human Resources or Finance and Seven years of professional experience in the field of benefits planning/design, development, and administration (including a minimum of four years of organizational management experience, at least at the next lowest level).

Management experience shall include full management-level responsibility for operational, program and staff activities, including at least two years in a public sector setting

OR

Two years in a Manager, Managing Attorney or other comparable management position within the Administrative Office of the Courts (or a comparable judicial setting), which demonstrates the capacity to perform the job.

DESIRABLE QUALIFICATIONS

- HR knowledge gained through substantial experience in design and managing a multi-faceted personnel system that included benefits, retirement services, and classification and compensation systems;
- Knowledge of the collective bargaining process;
- SPHR and/or CEBS certifications;
- Knowledge of current federal and state legislation affecting health benefits as well as knowledge of guidelines and forms related to such programs as workers' compensation, COBRA, HIPPA, FMLA, ADA and Medicare.
- Extensive experience in designing and managing benefits and retirement services and contracts for large organizations;
- Experience in working with elected and/or appointed officials; and
- Proven track record of persuasive presentations.
- Management principles and practices as related to managing multiple and distinct program areas, including goal setting, employee development, program development, implementation and evaluation, and the supervision of employees
- Ability to develop relationships with a diverse customer base in a complex environment
- Knowledge of substantive and procedural legal principles and applications
- Ability to effectively negotiate program and policy service agreements with outside entities
- Ability to apply problem-solving and conflict resolution methods and techniques
- Knowledge of principles and techniques of preparing effective oral presentations
- Knowledge of principles and techniques of preparing a variety of effective written materials
- Experience with governmental budgeting principles
- Knowledge of human resources automated systems and procedures
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

HOW TO APPLY

To ensure earliest consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Website at www.courtinfo.ca.gov/careers and search for Job Req. 2903 "Senior Manager". This position requires the submission of our official application and supplemental questionnaire.

OR

To obtain a printed application, please download it from our website under the Special Access and Application Help section OR visit:

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455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
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PAY & BENEFITS

Salary Range: \$10,577.00 to \$13,083.00 per month
(Starting salary may range from \$10,577.00 - \$11,635.00 DOE)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire
for
SENIOR MANAGER-Comp/Classification, TC Benefits and P&B Units
Job Req-2903

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

Your answers to all of the questions should be no longer than four pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Describe your experience in the areas of:
 - a. Calculating payroll & resolving issues
 - b. Resolving complex benefits issues
 - c. Calculating disability comp and processing claims (Worker's Comp, Non-Industrial Disability Insurance and/or State Disability Insurance)

2. Describe your experience in writing complex memos to management and employees regarding changes in payroll and benefits.